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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
Washington, D. C.

December 5, 1927.

MEMORANDUM TO OFFICERS AND EMPLOYEES
WHO TRAVEL ON BEHALF OF THE BUREAU

Please note that under the Standardized Government Travel Regulations it is not necessary to recite in the body of expense accounts the name of the railway company over which travel is performed, or the number of transportation request used in obtaining transportation or Pullman accommodations.

The practice grew up under the Travel Regulations of the Department of Agriculture of giving this information as a part of the narrative of travel in the body of the account and repeating it on the back of the voucher form. Now, however, the information regarding transportation requests need be given only on the back of the voucher form under "Memorandum of travel performed upon transportation requests." With the information so supplied all that need be stated in the body of the account is a brief indication of the method of travel, as, for instance, by rail, personally owned automobile, etc. For example, suppose an employee leaves Washington, D. C., on official travel by rail using transportation request at 4:40 p.m. December 1. In the body of the account he would state the date and then merely - Left Washington by rail at 4:40 p.m.

EJ Cohenan
In Charge of Accounts.

